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News Letter

American Management Association
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No. 73 July 1, 1930

Denver Conference

The Rocky Mountain States Conference will be held at the Cosmopolitan Hotel, Denver, Colorado, on July 28 and 29, 1930, under the chairmanship of C. N. Stannard, Vice President and General Manager, Public Service Company of Colorado. Mr. O. A. Weller, Budget Director and Assistant Treasurer of the Public Service Company of Colorado, is Chairman of the Arrangements and Program Committee. Members in the trans-Mississippi states are especially urged to attend.

To members having district representatives in or near Denver, we recommend that notification be sent to these representatives so that they may attend the conference. Topics on the program include:

Budgeting for the Medium Size Business, by Frank L. Sweetser, General Manager and Treasurer, Dutchess Manufacturing Company; Partner, Stevenson, Harrison & Jordan and Past President of the Association.

What's New in Personnel and Industrial Relations? By Arthur H. Young, Secretary, Industrial Relations Counselors, Inc., and Vice President in Charge of Programs and Publications, American Management Association.

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Placing College Men in Industry, by EDGAR G. GREEN, Educational Director, Oklahoma Gas and Electric Company.

Public Goodwill as a Business Asset, by GEORGE A. DAVIS, Oklahoma Gas and Electric Company.

Training Employees for Better Public Contacts, by A. E. PETERSON, Industrial Relations Department, Commonwealth Edison Company.

Among the leaders of discussion will be JOHN G. GATES, General Manager, Gates Rubber Company, HAROLD BUTT, Controller and Assistant to the President, Colorado Fuel and Iron Company, DR. JAMES F. ZIMMERMAN, President of the University of Mexico and GEORGE A. DAVIS, Manager, Public Relations, Oklahoma Gas and Electric Company.

The A. M. A.

The Association has published a new booklet which more satisfactorily than heretofore outlines the activities and services of the American Management Association with particular emphasis on the new divisions.

Copies will be sent to any member requesting them.

Old Age Pensions

W. J. GRAHAM, President of the American Management Association and Vice President of the Equitable Life Assurance Society of the United States has presented a paper on "Old Age Pension and Disablement Allowance Schemes, Private and Social, in the United States" before the Ninth International Congress of Actuaries at Stockholm, Sweden.

Mr. Graham is now in Europe, and will return about the first of August.

Shop Methods Conference

The first meeting of the Shop Methods Division will be held at Pittsburgh during the second week in December, probably at the William Penn Hotel. The program will include the following topics.

1. Organization for Shop Methods Activities:
   a. In the large single unit plant
   b. In the smaller single unit plant
   c. In the large corporation with several plants of different sizes
2. Point of View of Shop Methods Men
3. The Scope of Shop Methods Activities
4. Process Development

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The second day of the conference will be devoted entirely to this subject of process development which will have to do essentially with those developments of manufacturing methods which precede putting the article into production and precede the setting of standards of performance and rates of compensation.

In making plans for this particular session it has been discovered that there is practically no literature published on the subject.

Mr. P. L. Dildine, Engineer in Charge, Time Study, Standards, Budgets, The B. F. Goodrich Company, is anxious to have suggestions regarding the discussion of all of these subjects.

Public Relations Conference

The Public Relations Division will hold its first meeting in New York sometime during the month of November, probably the third week.

Office Management Conference

The Annual Conference of the Office Management Division will be held at Chicago, October 30 and 31, 1930, according to an announcement made by Cooke Lewis, Vice President and Comptroller, Liberty Mutual Insurance Company and Vice President in Charge of the Office Management Division.

Consumer Marketing Conference

The Consumer Marketing Conference will be held at the William Penn Hotel, October 21, 22 and 23, 1930. On Monday, October 20, a meeting of the Sales Training Group will be held at the William Penn Hotel. The feature of the Consumer Marketing Conference will be a style clinic held at the Kaufmann Department Store whose Partner and Secretary, Mr. Irwin D. Wolf, is Vice President in Charge of the Consumer Marketing Division.

Reprints Available

Team Work Among Executives, by James E. Dann, President, Pilgrim Laundry, Inc.

Housing Business Organizations for Efficient Operation, by Harry Arthur Hopf, M.C.S., M.B.A., Senior Member, H. A. Hopf and Company. An address delivered before the Chicago Chapter of the American Institute of Architects and published by The Architectural Forum, New York, April and May, 1930.

The Radical Campaign Against American Industry. As shown by the brief and exhibits offered

to the Federal Trade Commi
into public utilities, Washing
1930.

International Budge

The International Budget
held at Geneva, Switzerland
the International Managemen
and 12, 1930. Among the pa
Americans are:

Budget Principles and
Broader Aspects, by Louis
Finance, Henry L. Doherty

The Budget as an Aid to
Policy, by James O. McK
Kinsey and Company.

Common Mistakes and
the Use of Budgets, by Har
Industrial Department, Ford

The Conference will be att
Belgium, France, Germany,
Switzerland, Canada and the

Besides the Americans who
International Management C
the United States may n
delegates.

Professor Joseph W. Roe o
is Secretary of the American

New Mem

The following have joined
berships in the Association si

Compa

Class B

Bell Telephone Laboratories
The Equitable Life Assuran
Norton Company

Class C

Taylor Instrument Companie

Class D

Bank of Manhattan Trust
Ætna (Fire) Insurance Co
Fireman's Fund Insurance
Mt. Vernon-Woodberry Mill

Limited

Master Builders Company
The Meyer Dairy Products

From Other Countries

Dominion Paper Box Comp
Livingston & Scott—Canada

Individu

Twenty-five individual me
Association since June 5, 193

Commission in its investigation
Washington, D. C., January 18,

Budgeting Conference

Budgeting Conference will be
erland, under the auspices of
agement Institute, July 10, 11
the papers to be presented by

and Procedures in Their
LOUIS F. MUSIL, Director of
herty & Company.
Aid to the Determination of
. McKINSEY, James O. Mc-

and Misunderstandings in
by HAROLD V. COES, Manager,
, Ford, Bacon & Davis, Inc.
be attended by delegates from
rmany, Great Britain, Italy,
nd the United States.
ns who will present papers, the
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. Roe of New York University
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Members

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Company—Canada
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ual members have joined the
5, 1930.

Extra Copies of
Publications Available
to Members Only
on

General Management

☐ Types of Consolidations and Mergers in America and Europe—G. M. 88 ..... $ .75
By DWIGHT T. FARNHAM, Manager, Industrial Department, Peat, Marwick, Mitchell & Co.

☐ How the Manufacturer Copes With the Fashion, Style and Art Problem—G. M. 98 ..... 1.00
By PAUL BONNER, PAUL THOMAS, J. E. ALCOTT, and H. E. NOCK.

☐ Business Research in the Pittsburgh Railways Company—G. M. 105 ..... 1.00
By C. W. WILSON, Manager, Research Department.

☐ Executive Training Programs—G. M. 107..... 1.00
By HAROLD B. BERGEN, Director of Industrial Relations, The Procter & Gamble Company, and GARRET LAWRENCE BERGEN, Central Personnel Department, Irving Trust Company.

☐ Kodak Retirement Annuity, Life Insurance and Disability Benefit Plan—G. M. 108 ..... 1.00
By M. B. FOLSOM, Assistant to the Chairman, Eastman Kodak Company.

Production

☐ Planning and Production Control—Their Functions and Relationships—Pro. 74 ..... $ .75
By G. W. RAMAKER, Production, Michaels Stern & Co.

☐ Industrial Diagnosticians—Pro. 77 ..... .75
By WALTER N. POLAKOV, Walter N. Polakov & Company, Inc.

☐ Accounting Departments—Their Functions and Relationships With Line and Staff—Pro. 82. .... .75
By FRANK L. SWEETSER, General Manager and Treasurer, Dutchess Manufacturing Company.

☐ Theories and Types of Organization—Their History, Industrial and Economic Background, and Trend—Pro. 83 ..... 1.00
By THOMAS R. JONES, The Cincinnati Milling Machine Company.

Financial Management

☐ Trends in the Functions and Composition of Boards of Directors—F. M. 27 ..... $1.00
By ERWIN H. SCHELL of the Faculties of The Graduate School of Business Administration, Harvard University and Massachusetts Institute of Technology.

☐ Departmentalizing Management Organization Structures—F. M. 28 ..... .75
By H. A. FOUNTAIN, Treasurer, The Ohio Public Service Co.

Institute of Management

☐ Production Control of Research Projects—I. M. 11 ..... $ .75
By C. W. WILSON, Manager, Research Department, Pittsburgh Railways Company.

☐ Scientific Methods Underlying the Valve and Fittings Index—I. M. 12 ..... .75
By JOSEPH H. BARBER, Assistant to President, Walworth Company.

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Office Management

☐ Training Office Supervisors in Carrying Out the Company's Personnel Program—O. M. 31..... $ .75
By H. H. Tukey, General Supervisor of Education and Training, Western Electric Company, Inc.

☐ Measuring Office Output—O.M. 32 ..... 1.00
By Marion A. Bills, A. C. Farrell, H. B. Hill.

☐ Salary Review in a Small Office—O. M. 33..... .75
By C. E. Davies, Assistant Secretary, American Society of Mechanical Engineers.

☐ Salary Administration in Henry L. Doherty & Company—O. M. 34 ..... .75
By Harold B. Bergen, D. A. Straight, Allen Everett, I. M. Brewer, H. J. McCusker, C. M. Shepherd, W. Alton Jones.

Marketing

☐ Various Commission Plans of Compensation—M. 44 ..... $ .75
By C. P. Staubach, Manager, Newark Agency, Burroughs Adding Machine Company.

☐ Measuring the Effectiveness of Bonus Plans—M. 45 ..... .75
By David R. Craig, Research Bureau for Retail Training, University of Pittsburgh.

☐ Training of Salesmen—M. 60..... 1.00
By Paul G. Hoffman, R. F. Lovett, P. T. McDonald, N. G. Symonds.

☐ Mergers and Marketing—M. 63 ..... .75
By A. C. Hodge, A. G. Becker & Co.

The Association prints a small supply of extra copies of publications in order to meet the needs of members who wish extra copies for distribution within the company.

From the list prices

Individual members may deduct 20%
Company members may deduct 50%
and there are additional discounts
for quantities 26-100, 101-250, etc.

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AMERICAN MANAGEMENT ASSOCIATION

20 Vesey Street New York, N. Y.

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